



Housing Authority of the City of Danbury

Main Office:
2 Mill Ridge Road, Danbury, CT 06811
203-744-2500 Tel
203-797-1864 Fax

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, COMMISSIONER
STANLEY WATKINS, COMMISSIONER
MARY TEICHOLZ, COMMISSIONER
JAMES ZEH, RESIDENT COMMISSIONER

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF DANBURY BOARD OF COMMISSIONERS JANUARY 19, 2012

COMMISSIONERS PRESENT:

Raymond Yamin James Zeh
Stan Watkins

STAFF PRESENT:

M. Carolyn Sistrunk Devin Luciano
Michael Dapolite
Kevin Barry

ATTENDEES:

Floyd Banks Rose Morrison
Paul DeLuca
Ruth Hoggard

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was called to order at 5:33 PM at HACD Headquarters, 2 Mill Ridge Road, Danbury, Connecticut 06811. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by Commissioner Zeh.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES: The minutes of the December 15 and 27, 2011 Regular and Special Meeting respectively were unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Zeh.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard further reported that the Resident Council is focused upon three major initiatives: 1.) The Memorandum of Understanding with the Housing Authority and related policies and procedures; 2.) The upcoming resident leadership elections and the status of Annual Meeting (January, 2012).



AUTHORITY MANAGEMENT REPORT: the HACD's Executive Director reviewed the Operational results for December, 2011.

FINANCIAL OPERATING STATEMENT: The financial statement for the November, 2011 operating period was unanimously accepted by the Board.

FOLLOW-UP OF DECEMBER 15, 2011 BOARD MEETING: NO ITEMS

RESOLUTIONS AND INFORMATIONAL ITEMS

- A. RESOLUTION 969** authorizes the Executive Director to implement a Records Management and Records Disposition policy effective February 1, 2012. The resolution was unanimously adopted upon motion by Commissioner Watkins and seconded by Commissioner Yamin.
- B. RESOLUTION 971** authorizes the Executive Director to execute a contract for IT services with The Computer company for a term of one year not to exceed \$31, 512 with the option to renew for an additional two (2) years. The resolution was unanimously adopted upon motion by Commissioner Zeh and seconded by Commissioner Yamin.
- C. RESOLUTION 972** ratifies the emergency noncompetitive procurement exercised by the Executive Director and authorizes the Executive Director to enter into an agreement with Casterline Associates, P.C for a total amount not to exceed fifty thousand (\$50,000.00) commencing January 6, 2012 and ending on March 30, 2012 The resolution was unanimously adopted upon motion by Commissioner Yamin and seconded by Commissioner Zeh.
- D. RESOLUTION 973** authorizes the Executive Director to write off and transfer to a collection agency 2011 vacated tenant account balances in accordance with applicable HACD, HUD and State of Connecticut policies and regulations the resolution was unanimously adopted upon motion by Commissioner Zeh and seconded by Commissioner Yamin.

VII INFORMATIONAL ITEM

The 2011 Public Safety Report was presented by Public Safety Director, Kevin Barry

VIII. CHAIRMAN'S REPORT- NONE

IX NEW BUSINESS -NONE

- X. ADJOURNMENT -** The adjournment (6:01 PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Zeh.





HACD CORP

Main Office:
2 Mill Ridge Road, Danbury, CT 06811
203-744-2500 Tel
203-797-1864 Fax

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, COMMISSIONER
STANLEY WATKINS, COMMISSIONER
MARY TEICHOLZ, COMMISSIONER
JAMES ZEH, RESIDENT COMMISSIONER

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE REGULAR MEETING OF THE HACD CORP BOARD OF COMMISSIONERS JANUARY 19, 2012

COMMISSIONERS PRESENT:

Raymond Yamin James Zeh
Stan Watkins

STAFF PRESENT:

M. Carolyn Sistrunk Devin Luciano
Michael Dapolite
Kevin Barry

ATTENDEES:

Floyd Banks Rose Morrison
Paul DeLuca
Ruth Hoggard

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD CORP was called to order at 6:02 PM at HACD CORP Headquarters, 2 Mill Ridge Road, Danbury, Connecticut 06811. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by Commissioner Zeh.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES: The minutes of the December 15 and 27, 2011 Regular and Special Meeting respectively were unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Zeh.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms Hoggard further reported that the Resident Council is focused upon three major initiatives: 1.) The Memorandum of Understanding with the Housing Authority and related policies and procedures; 2.) The upcoming resident leadership elections and the status of Annual Meeting (January 2012).



AUTHORITY MANAGEMENT REPORT: the HACD's Executive Director reviewed the Operational results for December, 2011.

FINANCIAL OPERATING STATEMENT: The financial statement for the November, 2011 operating period was unanimously accepted by the Board.

FOLLOW-UP OF DECEMBER 15, 2011 BOARD MEETING: NO ITEMS

RESOLUTIONS AND INFORMATIONAL ITEMS

- A. **RESOLUTION 133** authorizes the Executive Director to implement a Records Management and Records Disposition policy effective February 1, 2012. . The resolution was unanimously adopted upon motion by Commissioner Zeh and seconded by Commissioner Watkins.

- B. **RESOLUTION 142** authorizes the Executive Director to execute a contract for IT services with The Computer company for a term of one year not to exceed \$31, 512.00 with the option to renew for an additional two (2) years. The resolution was unanimously adopted upon motion by Commissioner Watkins and seconded by Commissioner Yamin.

- C. **RESOLUTION 143** ratifies the emergency noncompetitive procurement exercised by the Executive Director and authorizes the Executive Director to enter into an agreement with Casterline Associates, P.C for a total amount not to exceed fifty thousand (\$50,000.00) commencing January 6, 2012 and ending on March 30, 2012. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Yamin..

- D. **RESOLUTION 144** authorizes the Executive Director to write off and transfer to a collection agency 2011 vacated tenant account balances in accordance with applicable HACD, and State of Connecticut policies and regulations. The resolution was unanimously adopted upon motion by Commissioner Watkins and seconded by Commissioner Zeh.

VII INFORMATIONAL ITEM

The 2011 Public Safety Report was presented by Public Safety Director, Kevin Barry

VIII. CHAIRMAN'S REPORT - NONE

IX NEW BUSINESS - NONE

- X. **ADJOURNMENT** - The adjournment (6:18 PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Watkins.





DHA CORP

Main Office:
2 Mill Ridge Road, Danbury, CT 06811
203-744-2500 Tel
203-797-1864 Fax

DOMENICO CHIEFFALO, CHAIRMAN
RAYMOND YAMIN, COMMISSIONER
STANLEY WATKINS, COMMISSIONER
MARY TEICHOLZ, COMMISSIONER
JAMES ZEH, RESIDENT COMMISSIONER

M. CAROLYN SISTRUNK, EXECUTIVE DIRECTOR

MINUTES OF THE REGULAR MEETING OF THE DHA CORP BOARD OF COMMISSIONERS JANUARY 19, 2012

COMMISSIONERS PRESENT:

Raymond Yamin James Zeh
Stan Watkins

STAFF PRESENT:

M. Carolyn Sistrunk Devin Luciano
Michael Dapolite
Kevin Barry

ATTENDEES:

Floyd Banks Rose Morrison
Paul DeLuca
Ruth Hoggard

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP was called to order at 6:02 PM at DHA CORP Headquarters, 2 Mill Ridge Road, Danbury, Connecticut 06811. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by Commissioner Zeh.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES: The minutes of the December 15 and 27, 2011 Regular and Special Meeting respectively were unanimously approved upon motion by Commissioner Wakins and seconded by Commissioner Zeh.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms Hoggard further reported that the Resident Council is focused upon three major initiatives: 1.) The Memorandum of Understanding with the Housing Authority and related policies and procedures; 2.) The upcoming resident leadership elections and the status of Annual Meeting (January 2012).



AUTHORITY MANAGEMENT REPORT: the HACD's Executive Director reviewed the Operational results for December, 2011.

FINANCIAL OPERATING STATEMENT: The financial statement for the November, 2011 operating period was unanimously accepted by the Board.

FOLLOW-UP OF DECEMBER 15, 2011 BOARD MEETING: NO ITEMS

RESOLUTIONS AND INFORMATIONAL ITEMS

REVISION

RESOLUTION 145 was added by a unanimous vote upon motion by Commisisoners Watkins and second by Commissioner Zeh.

- A. **RESOLUTION 133** authorizes the Executive Director to implement a Records Management and Records Disposition policy effective February 1, 2012. . The resolution was unanimously adopted upon motion by Commissioner Yamin and seconded by Commissioner Watkins.
- B. **RESOLUTION 142** authorizes the Executive Director to execute a contract for IT services with The Computer company for a term of one year not to exceed \$31, 512.00 with the option to renew for an additional two (2) years. The resolution was unanimously adopted upon motion by Commissioner Zeh and seconded by Commissioner Watkins.
- C. **RESOLUTION 143** ratifies the emergency noncompetitive procurement exercised by the Executive Director and authorizes the Executive Director to enter into an agreement with Casterline Associates, P.C for a total amount not to exceed fifty thousand (\$50,000.00) commencing January 6, 2012 and ending on March 30, 2012. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Yamin..
- D. **RESOLUTION 144** authorizes the Executive Director to write off and transfer to a collection agency 2011 vacated tenant account balances in accordance with applicable HACD, and State of Connecticut policies and regulations. The resolution was unanimously adopted upon motion by Commissioner Watkins and seconded by Commissioner Zeh.
- E. **RESOLUTION 145** authorizes the Executive Director to approve these funds for the emergency procurement of the Fire Panels at Ives Manor in the amount not to exceed Twenty Four Thousand Dollars (\$24,000) upon CHFA's approval.



VII INFORMATIONAL ITEM

The 2011 Public Safety Report was presented by Public Safety Director, Kevin Barry

VIII. CHAIRMAN'S REPORT- NONE

IX NEW BUSINESS - NONE

X. ADJOURNMENT - The adjournment (6:01 PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Zeh.

